

# HARMONY FIRE DISTRICT

P.O. Box 360 – 194 Putnam Pike  
Harmony, R.I. 02829

The regularly scheduled monthly meeting of the Harmony Fire District Executive Board was held at the Harmony Fire Station on **Thursday, October 21, 2010.**

Present: Chief Stuart Pearson; Moderator - Raymond Fogarty, Jr.;  
Treasurer - Sandra Owens; Tax Collector - Kimberly Barber;  
Board Members - Louise Michaels, James Richards, Milton Huston & George Kain

Absent: Attorney - Fred Mason, Jr. – excused due to a death in the family  
Association Representative – John Falco, President – excused due to HFD business

**I. – Meeting Called to Order: 7:10 pm** by Moderator Fogarty.

**II. - Approval of the minutes from the September 16<sup>th</sup> meeting.**

Moderator Fogarty asked the board if there were any discrepancies to note on the minutes from the September 16<sup>th</sup> meeting. If not, he would like to call for a motion to accept them.

Jim made a motion to accept the minutes. George seconded the motion. The motion carried.

**III. - Treasurer's Report:**

Sandy presented her report for the month of September. Beginning balance September 1<sup>st</sup> \$209,265.01 and the ending balance September 30<sup>th</sup> \$395,105.89. There were no expenses out of the ordinary to report. Tax revenue is coming in good.

George made a motion to accept the Treasurer's report. Louise seconded it. The motion carried.

Sandy was then excused from the meeting, due to illness.

**IV. - Tax Collector's Report:**

Taxes receivable balance is \$209,398.58 as of today's date. Taxes collected in the month of September were \$225,194.87. Third party billing monies collected in the month of September totaled \$11,374.94.

FEMA floods funds received for the dry hydrant repairs. We were paid 90% of our claim. Ray asked what the total amount of FEMA payments received were. Kim and the Chief believe it was approximately \$14,000.

She then revisited the VFIS Auto Med pay coverage issue introduced last month. Our insurance agent, Judi Parman, answered the questions the board had posed. 1.) *Why was the coverage option presented to us, is there a deficiency in our coverage?* She stated that there is no deficiency, it is just another option available to us that we do not currently have. 2.) *What are the rates for additional levels of coverage. Is it \$160 for every \$5,000 worth of coverage?* She stated that the coverage has a cap of

\$5,000 and it would only cover medical bills for someone outside of our organization riding in one of our vehicles. It is a way of avoiding law suits over something minor. 3.) *Attorney Mason stated that he believed it was a "No Fault" policy, is this correct?* She stated that he was right and that any suit brought against the district would be covered by our General Liability policy that is within our Umbrella package. 4.) *What are our Umbrella package amounts?* She stated that the Umbrella is 2 mil / 4 mil, which means 2 million per incident with an aggregate of 4 million. Therefore we could only have 2, 2 million dollar hits within 1 year. 5.) *What is a normal fiduciary responsibility for a business such as ours?* She stated that what we have is what other fire districts she handles also have in place. The only difference is that they have added this Auto Med pay coverage to their policies. We do have an item that works similar to this Auto Med coverage, but for "No Fault" incidents that may happen here at the station. It is within our Umbrella package.

Ray thanked Kim for her thorough explanation of the policy and asked for an opinion as to whether or not the additional coverage should be added. Some discussion followed about adding this coverage. It was agreed that \$160 for \$5,000 worth of coverage on all apparatus that the district owns is well worth the expense. Judi also mentioned that it has been quite some time since she has met with the district board to go over our policies. She would be willing to come to a board meeting in the future, just let her know when.

Louise made a motion to add Auto Med pay coverage to the current Auto Insurance policy. Milt seconded it. The motion carried.

Jim made a motion to accept the Tax Collector's report. Milt seconded it. The motion carried.

#### V. - Chief's Report:

As you all know, Lt. Kevin Farley recently received the Chepachet Grange Firefighter of the Year Award. His name was then submitted to the Grange's state level and he was also the recipient of that award. Kevin was unable to attend the district board meeting tonight due to his paramedic class schedule, but we have photos from the award presentation for the board to see. Ray suggested that we have a plaque created to display at the station to honor Kevin's achievement. The board agreed enthusiastically.

The Lakeside Motel renovation is now complete, with their Certificate of Occupancy (C.O.) having been issued. The Chief said it came out really nice, they did a really good job.

The Harmony Hill School is in the process of installing a new Fire Alarm System. A new dormitory area is also being added.

Deputy Chief Segee attended at a "Red Light" class at the Pascoag Fire Department. He now has a sticker to use a "Red Light" when responding to calls in his personal vehicle.

Senator Fogarty has obtained a \$1,500 grant for us to purchase new equipment for the rescue. One item in particular that we are looking at is an "Intramuscular Needle Gun." This equipment would be used to start an IV with a drill to get through muscle into the bone. It is 95% effective in starting an IV on a traumatic call.

The Glocester Firefighter Scholarship Steak Fry was held on Saturday, October 2<sup>nd</sup>. No figures have been released yet as to how many attended or how much money was raised.

National Fire Prevention Week is going on. The 3 Gloucester Fire Departments are working together visiting the schools and working with the kids.

The Chief informed the board that he has taken on an important task, outside of his duties as Chief. He is preparing a POD Medical Disbursement Plan for the Town of Gloucester. It is a mandatory plan required by the RI Department of Health. The deadline for its creation was not met by the towns EMA Director and Gloucester is the last town in the state without a plan in place. An example of when such a plan would be used would be the distribution of the H1N1 vaccine. The plan specifies a place of distribution and a plan of how to disburse the meds. The Chief has met with someone on the town council to make them aware that he is working on the plan. He will present it to the town council when it is complete.

The Christmas Tree Lighting Committee has been meeting to plan the event. The committee is made up of the Chief, Mrs. Pearson, Kim, Lt. John Falco and Pvt.'s Bianca Mullen & Johnathan Detri. The event will be held on Sunday, November 28<sup>th</sup> (always the first Sunday after Thanksgiving) from 4:00 – 6:00 pm.

Engine 22 has been out to have a valve repaired. It is now back in service.

The Chief attended a 7 day “All Hazards Incident Management Training” at Camp Fogarty. They were full day training sessions, Tuesday through Sunday, from 7:30 am – 4:30 pm. The training was quite extensive, but very educational.

On October 13<sup>th</sup> the RI State Firemen's League Presidential Dinner at Chester's. Attending were the Chief, Capt John Lyman and district board member George Kain. The RISFL Firefighter of the Year award was presented to Otis Wyatt at this dinner.

The Chief then went over the Boiler Replacement Project. The project was advertised in the Providence Journal on October 1<sup>st</sup>. The project area was open for viewing October 4<sup>th</sup> through the 6<sup>th</sup>, 4 individuals came in. Bids were due by October 15<sup>th</sup>, only 2 were received.

A meeting was held between the 3 Gloucester Fire Chiefs and the Gloucester Police Chief, Joseph DelPrete. Discussed were possible changes coming up on the police side concerning the radio system and policies. Ray asked if we have done interoperability in town between the police and fire. Cisco did the Voice Over IP system at Bryant and it is now moving to all college campuses across the country. The Chief said that a lot of departments are now using the Voice Over IP System, they're not using it as their primary, but they're using it as their 3<sup>rd</sup> tier system. He said that we do have PIX in Gloucester. Ray suggested that he get the person from Bryant, Rick, to come in and talk with the Chief about their system.

The Chief presented his annual lists of Officer and Crew Appointments to the board. George asked about Kevin Farley's leave of absence. The Chief stated that it was due to him being in Paramedic school until December.

Jim made a motion to accept the Officer Appointments list. George seconded it. The motion carried.

Jim made a motion to go into Executive Session regarding matters of personnel. *RIGL 42-46-5*. Louise seconded it. The motion carried

**The Board recessed for Executive Session at 7:46 pm and the regular meeting reconvened at 7:58 pm.**

George made a motion to seal the minutes of the Executive Session, no votes were taken. Louise seconded it. The motion carried.

Jim made a motion to accept the Crew Appointments list. George seconded it. The motion carried.

Louise made a motion to accept the Chief's report. George seconded it. The motion carried.

**VI. – Harmony Fire Department & Improvement Association Report:**

President John Falco not available to present a report.

**VII. - Committee Reports:**

a. Policies & Procedures Manual – Milton, Chair

Milt presented an outline of the Policy and Procedures Manual to the district board for their review. The format was taken from the Town of Gloucester's manual and is just meant to be a starting point. It is basically directed to be used for Administration purposes, but could be expanded to encompass the crew as well. The board requested that Kim look back through the canceled checks from January - March 2007 to look for the name of the woman who helped with the job description preparation at that time. They would like to contact her to see if she would be interested in working with us on this project. There is \$2,000 of carry over Capital Expense money budgeted for this project.

b. Charter & By-Laws Review – George, Chair

Kim called Senator Fogarty's office and was told by his Secretary, Claire, that legislative changes cannot be submitted until November 15<sup>th</sup>. She said to contact her again then and she will get me guidelines to prepare the submission. The board requested that Kim send a copy of the Charter with a letter to both Representative Winfield and Senator Fogarty's offices. We want to be prefiled, so we will be addressed in the opening business in January.

**VIII. - Old Business:**

a. Award of Bid for Boiler Replacement –

Sign in Sheet presented to board that stated who had come in to view the project area and who had submitted a bid. The 4 companies coming in were:

Premier Heating & Cooling, Inc.  
Mechanical Contractors – Lincoln Energy  
GEM Plumbing & Heating  
Industrial Burner Service, Inc.

Of these 4 only 2 actually submitted bids:

Industrial \$55,475

GEM - Initial job \$23,652

Option 1 – wall hung hot water heater - total job \$24,782

Option 2 – upgrade boiler – additional \$2,450

Option 3 – uses boiler as water heater, delete Option 1  
– additional \$2,450

Option 4 – solar panels – delete Options 1 & 3 - additional \$6,850

Some discussion followed regarding the bids submitted. The board would like GEM to answer a few questions. 1.) Ask them about a tankless water heater. 2.) Is there a manufacturer's warranty only? 3.) Can we add more solar panels?

Louise made a motion to accept the low bid totaling \$32,925 made by GEM Plumbing and Heating. This would be the Initial Job \$23,652 + Option 2 \$2,450 + Option 4 \$6,850. A letter will be sent awarding the bid and requesting they start the job as soon as possible due to the winter heating season arrival. Jim seconded it. The motion carried.

**IX. - New Business:**

Some discussion followed regarding the Gloucester EMA Director. Ray made the suggestion that the board request a meeting between the 3 Gloucester Fire Districts and the Gloucester Public Safety Commission to address this matter in the future.

**X. - Public Input:** No audience.

**XI. – Executive Session:** Called earlier within Chief's Report.

**XII. – Adjournment:**

Louise made a motion to adjourn the meeting. George seconded it. The motion carried. The October meeting of the Harmony Fire District Executive Board was adjourned at **8:32 pm.**

The next meeting of the Harmony Fire District Executive Board is scheduled for **Thursday, 7:00 pm, November 18, 2010** at the Harmony Fire Department.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kimberly S. Barber".

Kimberly S. Barber  
Tax Collector/Secretary